

## AMP Development Worksheet

Statement of Problem, Question, or Situation	
<b>Topic #4</b>	
Develop an action management plan to provide direction for the development of bus routes and stops that reflect an effective and efficient school bus operation. Your plan should include, at a minimum, an overall routing concept, service level criteria including grade level considerations, student eligibility requirements, and bus loading parameters	
Attributes of Problem, Question, or Situation	
<b>Attributes are</b> Qualities Characteristics Traits Features Elements Parts Aspects <b>of the Problem, Question, or Situation.</b>	<p><b>Area</b> – Square miles, linear (road) miles, topography, &amp; development (students' locations' and residential, commercial, industrial development); traffic volume and speed, traffic bottlenecks throughout district; water crossings, railroad crossings, natural or artificial barriers that may impede vehicle traffic especially school bus operation; vehicle crash information that will influence how routes are developed and what special driver training and routing exception may be necessary</p> <p><b>Riders</b> – Enrollment, eligible for pupil transportation (how determined and how many?), riders (why?), Reg. Ed., &amp; Spec. Ed. necessary special resources – medical, technical, and personal for riders, needed resources impact upon type of buses needed and what special routing considerations must be made, e.g. several special education students have severe impairments requiring identification of fire and police stations, and medical facilities along route to seek necessary medical attention for those students and identify areas along route to pull a school bus out of traffic and stop so on-board bus assistants and medical personnel can perform required student medical or behavior protocols</p> <p><b>Time</b> – Pickup, drop off, bell times (buildings), arrival, departure, &amp; environment, speed limits on roadways and what time of day are there special traffic, environmental, and or operational issues, e.g. large factory near middle school lets out day shift during school dismissal time. Unique route needs or student protocols impacts time necessary to transport students to and from school and home.</p>
Describe strategies or options to focus on attributes	
<ol style="list-style-type: none"> <li>1. <b>Review &amp; research</b> legal requirements for school bus stops and routing, i.e. laws, rules, regulations, &amp; AGOs.</li> <li>2. <b>Identify</b> local policies &amp; procedures determining the need for pupil transportation services.</li> <li>3. <b>Audit</b> existing equipment and equipment needs to meet proposed transportation service plan.</li> <li>4. <b>Identify</b> resources to assist with the development and management of a school bus routing plan.</li> <li>5. <b>Review and research</b> national operational procedures and best practices for school bus route development.</li> <li>6. <b>Develop</b> a risk management process to evaluate continuously the existing and proposed school bus routing plan.</li> </ol>	

Identify AMP objectives	Define minimum performance levels for each objective
<ol style="list-style-type: none"> <li><b>Identify &amp; collect</b> all state laws and regulations applicable to school bus route development and management.</li> <li><b>Identify &amp; collect</b> all state rules applicable to school bus route development and management.</li> <li><b>Identify &amp; collect</b> Michigan Attorney General Opinions applicable to the development and operation of school bus routes.</li> <li><b>Identify &amp; collect</b> federal laws, regulations, recommendations applicable to school bus route development and management.</li> <li><b>Identify &amp; collect</b> organization's/district's existing <u>written</u> transportation policies, procedures, and operating practices.</li> <li><b>Determine</b> if <u>unwritten</u> transportation procedures and or operating practices exist.</li> <li><b>Identify</b> number of students eligible for transportation services.</li> </ol>	<ol style="list-style-type: none"> <li><b>Read &amp; review</b> applicable sections of State Constitution, School Code, State School Aid Act, Human Services Dep't., and Pupil Transportation Act.</li> <li><b>Read &amp; review</b> rules for transporting non-public school students, child-care children, and head start children.</li> <li><b>Read &amp; review</b> AGO's describing transportation purpose and circumstance.</li> <li><b>Read &amp; review</b> FTA "Tripper Service," NHTSA "Pre-school Recommendations, Head Start Regulations, &amp; IDEA Auxiliary Service Transportation requirements, and National School Transportation Specifications &amp; Procedures – May 2005.</li> <li><b>Read &amp; review</b> existing policies, procedures, and operating practices.</li> <li><b>Interview</b> organization/district administrators and department staff regarding transportation operating practices.</li> </ol>

8. <b>Calculate</b> number of eligible students using transportation services. 9. <b>Inventory</b> organization's/district's and 3 <sup>rd</sup> party operator's existing staff and rolling stock dedicated to providing and managing transportation services. 10. <b>Calculate</b> the impact of building bell times and vehicle transportation times upon vehicle utilization. 11. <b>Identify</b> non-organization/non-district resources influencing transportation route development and operation. 12. <b>Develop</b> a routing scheme that maximizes vehicle utilization, minimizes transportation time, and minimizes risks when performing transportation services.	7. <b>Audit</b> current route plan & schedule. 8. <b>Identify &amp; audit</b> current transportation count data & reports. 9. <b>List</b> staff by job function and status. List rolling stock by type, assignment, status, mission readiness. 10. <b>Report</b> in writing how current building bell times and vehicle transportation times influence vehicle utilization. 11. <b>List</b> local governmental units within organization's/district's service unit. Locate law enforcement, fire, road commission, DPW, planning commission, and emergency operations headquarters. 12. <b>Report</b> current vehicle utilization and practical changes to vehicle utilization with proposed changes to building bell times and transportation times. Emphasize economic and risk changes with current and proposed routing schemes.
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#### **List actions/tasks to accomplish objectives**

1. <b>Download or copy</b> appropriate information from Michigan Constitution, School Code, State School Aid Act, Department of Human Services, and Pupil Transportation Act. 2. <b>Download or copy</b> appropriate rules for transporting non-public school students, child-care children, and head start children. 3. <b>Download or copy</b> appropriate AG Opinions describing transportation purpose and circumstance. 4. <b>Download or copy</b> appropriate national regulations & recommendations – FTA "Tripper Service," NHTSA "Pre-school Recommendations, Head Start Regulations, IDEA Auxiliary Service Transportation requirements, and National School Transportation Specifications & Procedures – May 2005. 5. <b>Compile</b> all local written transportation policies, procedures, and operating practices. 6. Prepare written report on results of interviews with organization/district administrators and department staff regarding transportation operating practices & procedures. 7. <b>Prepare audit report</b> noting exceptions to transportation laws, regulations, rules, and recommendations, and local written policies and procedures. 8. <b>Compile</b> student enrollment, student transportation eligibility, and student ridership data. 9. <b>Compile</b> numbers of transportation staff by job function and status. Compile vehicles used to provide pupil transportation service by type, status, and mission readiness history (reliability). 10. <b>Prepare a written report</b> comparing and contrasting building bell times and transportation time necessary to meet the building bell times. Analyze building bell time intervals and how the intervals affect the number of vehicles necessary to provide service or the utilization of vehicles when providing service. If appropriate, recommend bell time changes that will improve transportation effectiveness and efficiency. Identify what cost reductions and risk reductions would result from bell time changes. 11. <b>Schedule meetings</b> with resource people from local and county government. Prepare an agenda outlining routing plan with implications for those governmental units. 12. <b>Prepare a written three-year transportation routing plan</b> identifying the type and use of vehicles necessary to provide pupil transportation, the number of staff necessary to carry out the service, and the operating practices and procedures necessary to effectively utilize resources and minimize transportation risks.
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#### **Identify methods to evaluate actions/tasks to meet objectives**

1, 2, & 3. <b>Compile a library</b> of appropriate online or hardcopy Michigan laws, regulations, rules, A.G. Opinions and recommendations regarding developing a pupil transportation routing plan. 4. <b>Compile a library</b> of appropriate online or hardcopy Federal "Tripper Service" definition, NHTSA Recommendations, Head Start Regulations, IDEA Auxiliary Service Transportation Regulations, National School Transportation Specifications & Procedures – May 2005. 5. <b>Compile a library</b> of district/organization written policies, procedures, and operating practices.
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6. **Present to superiors** a report of interviews with district/organization administrators and department staff.
7. **Apply results of report** of students eligible for pupil transportation to preparation of three-year transportation route plan.
8. Compare student enrollment to number eligible for transportation to the number actually using the service. **Calculate average ridership** per school day (AM, Noon, & PM) and average change in ridership from each of 5 count days – Monday, Tuesday, Thursday, & Friday – approximately 6 weeks apart.
9. **Present a database** of transportation staff by employer and transportation job function. Present a database of vehicles used to carry out transportation mission by owner, type, status, and mission readiness.
10. **Presentation of written report** comparing and contrasting building bell times and transportation times and the impact upon effective and efficient use of district's/organization's resources.
11. **Present a record** of meeting dates, agenda, participants, minutes, and outcomes of meetings with local and county law enforcement, fire, and medical first responders, and traffic and highway engineering resources.
12. **Present three-year transportation routing plan** to supervisor for approval. Place emphasis upon the development of a resource budget to support the three-year plan.